

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
7:00 P.M. FEBRUARY 6, 2025 MEETING AGENDA
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
www.stegesan.org • staff@stegesan.org

Items on the agenda may be taken out of order.
Public comment is limited to three (3) minutes for each individual speaker.

In accordance with California Government Code Section 54957.5, any writing that is a public record and relates to an open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Office, 7500 Schmidt Lane, El Cerrito, during regular business hours. Copies of the agenda are posted on the District website at www.stegesan.org. Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at (510) 524-4668.

Members of the public can observe the live stream of the meeting by accessing <https://zoom.us/j/84090509848> or by calling (669) 900-9128 and entering the Meeting ID# 840 9050 9848 followed by the pound (#) key.

The ability to participate and observe remotely as identified above is predicated on the technology being available and functioning without technical difficulties. Should the remote platform not be available, or become non-functioning, or should the Board of Directors otherwise encounter technical difficulties that makes that platform unavailable, the Board of Directors will proceed with business in person unless otherwise prohibited by law.

Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to comments@stegesan.org with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments received at least 15 minutes before the starting time of the meeting will be provided to the Board of Directors and will be added to the official record.

Public Comment during the meeting is limited to in-person participants. Members of the public will not have the ability to comment via Zoom unless the Board of Directors is required to provide that opportunity due to a Director participating pursuant to AB 2449. In such circumstances, the Chair will make an announcement at the beginning of the meeting. Those interested in commenting (if required per AB 2449) should raise their virtual hands to notify the host during the relevant agenda item.

Pursuant to AB 2449, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the meeting will be conducted by roll call vote.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
FEBRUARY 6, 2025 MEETING AGENDA

I. Call To Order

II. Roll Call

Agenda Items: Directors and Officers of the Board will consider and announce if they have any conflicts of interest posed by items on the meeting agenda.

III. Public Comment

(Members of the public are invited to address the Board concerning topics that are not on the agenda. Comments on agenda items will be heard when the item is up for consideration.)

IV. Approval of Minutes

Motion: A. Approval of January 23, 2025 Board Meeting Minutes
(The Board will review and consider approving the minutes.)

Info: **V. Communications**

- A. Oral/Written Communications
1. Brief reports from Directors on matters related to the District including attendance at City or community meetings.
 2. City of El Cerrito City Manager's Update, January 2025
 3. Director Merrill's Report on the 2025 Winter CASA Conference

Info: **VI. Reports of Staff and Officers**

- A. Manager's Report
1. Oral Manager's Report
 2. CSDA Special District Leadership Foundation District of Distinction Accreditation
 3. Long Range Planning Workshop Agenda
 4. Professional Association Activities
 - California Association of Sanitation Agencies (CASA)
 - Washington DC Policy Forum Feb 24th
 - Annual Conference: July 30 – Aug 1
 - California Special Districts Association (CSDA) Leadership Academy: April 22-24
 - Bay Area Clean Water Agencies (BACWA): Bi-monthly committee meetings
 - California Water Environment Association (CWEA) Conference: April 22-25
 - NorCal Pipe Users Group (NorCal PUG) Seminar: February 13th

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
FEBRUARY 6, 2025 MEETING AGENDA

VIII. Business

Info: A. Calendar Year 2024 Performance Report
(The Board will review the Performance Report)

IX. Approval of Checks

Motion: A. Checks for February 6, 2025 - Fund No. 3418 & 3423
(The Board will consider approving the checks.)

X. Future Agenda Items

Info: **February 20, 2025**

Board Governance Manual

District Manager Title Change

Actuarial Analysis of Retiree Health Benefits Report

Long Range Planning Workshop Agenda

Board Training Schedule

Maintenance and engineering Reports

Monthly Financials

Professional Associations

March 8, 2025

Long Range Planning – All Day Workshop (see separate draft agenda)

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on February 20, 2025 at 7:00 P.M. in the District Board Room at 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JANUARY 23, 2025
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President O’Keefe called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Beach, Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder
Absent: None
Others Present: Lani Good, District Manager
Erica Gonzalez, District Counsel

Agenda Items: Directors and Officers of the Board did not announce any conflicts of interest posed by items on the meeting agenda.

III. Public Comment: There was no public comment.

IV. Approval of Minutes

A. Approval of January 9, 2025 Board Meeting Minutes

MOTION: By Merrill, seconded by Christian-Smith, to approve the minutes of the January 9, 2025 Board Meeting, as corrected.

VOTE: AYES: Beach, Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder
NOES: None
ABSTAIN: None
ABSENT: None

V. Communications

A. Oral/Written Communications

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

There were no items to report.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JANUARY 23, 2025
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

VI. Reports of Staff and Officers

A. Oral Attorney's Report

1. Erica Gonzalez reported that in the coming months District Counsel will be facilitating changing the District Manager's title to General Manager; and updating the District Personnel Policy, Procurement Policy, and Front-end Construction Specifications.

B. Manager's Report

1. Monthly Maintenance Summary Report

The Manager reported no significant issues with last month's maintenance activities. The Board requested clarification on the CCTV inspection backlog in a future meeting.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the status of each capital improvement project and invoices paid.

3. San Pablo Avenue Specific Plan Status Report

The Manager reported that there was no activity in the SPASPA. The Board requested that Staff verify the unusually long gap in construction activity.

4. Directors' Contact Information

The Directors and Manager verified that all contact information is correct.

5. Oral Manager's Report

The Manager reported that construction has resumed on the Cannon Pump Station, and that staff is currently working closely with a resident who's home is directly on top of a sewer main that is being replaced this week.

6. Professional Association Activity

The Manager reported on the upcoming conference dates for 2025.

VII. Financial Statements

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

C. Monthly Cash on Hand vs. Target Reserves Chart

D. Monthly Time Value Investments (TVI) Statement

E. Quarterly Local Agency Investment Fund (LAIF) Statement

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JANUARY 23, 2025
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DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

F. Quarterly California Employer's Retiree Benefit Trust (CERBT) Statement

G. Quarterly Private Sewer Lateral (PSL) Replacement Loan Program Report

The Board reviewed the financial statements.

VIII. Approval of Checks

A. Checks for January 23, 2025 - Fund No. 3418 & 3423

MOTION: By Christian-Smith, seconded by Gilbert-Snyder to pay the bills, Check Nos. 1377 through 1400 in the amount of \$1,308399.75.

VOTE: AYES: Beach, Christian-Smith, Merrill, O'Keefe, Gilbert-Snyder

NOES: None

ABSTAIN: None

ABSENT: None

X. Future Agenda Items

February 6, 2025

Board Governance Manual Approval

Annual Performance Report

District of Distinction

Long Range Planning Workshop Agenda

Professional Associations

CASA Conference Attendee Reports

February 20, 2025

District Manager Title Change

Actuarial Analysis of Retiree Health Benefits Report

Long Range Planning Workshop Agenda

Board Training Schedule

Professional Associations

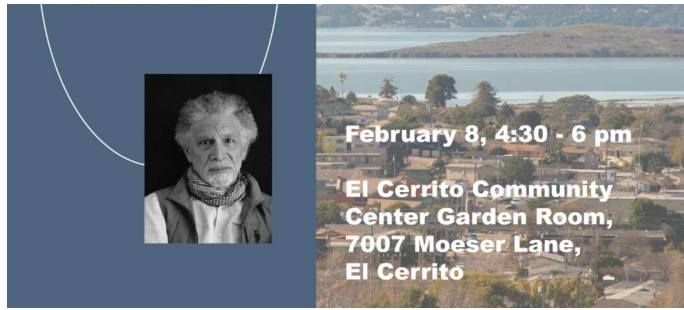
CLOSED SESSION: Performance Evaluation

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JANUARY 23, 2025
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

XI. Adjournment

The meeting was adjourned at 8:34 P.M. The next meeting of the District Board of Directors will be held on Thursday, February 6, 2025 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.

Lani Good
STEGE SANITARY DISTRICT
Secretary



**El Cerrito Poet Laureate Literary Series:
Place and Placemaking in Poems and Photography**
February 8, 4:30 - 6 p.m.
El Cerrito Community Center, Garden Room

Join [Ishmael Reed](#), the award-winning poet, playwright, and novelist– who writes about place and about Richmond, El Cerrito and Oakland, and [Lewis Watts](#), a professor and photographer who photographs the Bay Area and Black diaspora in conversation for **IMAGINING HOME: Place and Placemaking in Poetry and Photography.**

In this discussion, they'll talk about their respective Californias, (their respective El Cerritos, even!) how the places they have lived and the roads they have traveled affect their work, and how they create place within their art.

Learn more about the program and the El Cerrito Poet Laureate, Tess Taylor, [here](#).

Contra Costa Countywide Transportation Plan Input Needed

The Contra Costa Transportation Authority is developing a new Countywide Transportation Plan to identify how and where transportation investments in Contra Costa County should be prioritized.



Please participate in the process by taking their survey [linked here](#). Your feedback will help CCTA better understand the needs and priorities of the region. To learn more about this project, please visit: www.ccta.net/countywide-transportation-plan.



Private Sewer Lateral (PSL) Replacement Loan Program

Stege Sanitary District is offering a Private Sewer Lateral Replacement Loan Program designed to encourage property owners to protect and preserve the environment by offering a no-interest deferred payment loan of up to \$10,000 to replace PSLs. The loans are offered on a “first-come, first-served” basis, while funding is available. Repayment of the loans will be over a period not to exceed ten (10) years, have no pre-

[Safety Committee](#)

- [Design Review Board](#)

- [Economic Development Committee](#)

- [Environmental Quality Committee](#)

- [Financial Advisory Board](#)

- [Human Relations Commission](#)

- [Park & Recreation Commission](#)

- [Planning Commission](#)

- [Urban Forest Committee](#)

[Apply to Serve on a City Advisory Body](#)

[Current Vacancies](#)

[Online City Records Library](#)

STAFF ANNOUNCEMENT

FINANCE DEPARTMENT

Please join the Finance Department in welcoming Puja Mueller as our new Accountant.



payment penalty, and will be collected through the annual property tax bills issued by the County. Learn more about the program and apply on the the [Stege Sanitary District](#) website.



**East Bay Regional Parks
2025 Trails Challenge**

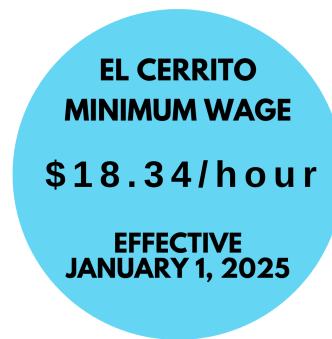
The East Bay Regional Parks District invites the community to participate in their 32nd annual Trails Challenge for 2025, promoting healthy recreation and time in nature here in the East Bay. This free program connects people to nature through hiking and biking by providing 20 designated trails ranging from easy to challenging, including a number of fully accessible trails.



Complete five trails and you're eligible for a 2025 pin from the Parks District (while supplies last). Use the hashtag #TrailsChallengeEBRPD and visit ebparks.org/TC for more information.

**El Cerrito Minimum Wage
now \$18.34 effective Jan. 1**

Starting January 1, 2025, the City's minimum wage increased from \$17.92 per hour to \$18.34 per hour. The City Minimum Wage Standards require all employers to pay their employees no less than the minimum wage for all hours worked in the City of El Cerrito, regardless of where the business is headquartered. Employees who work less than two hours a week within El Cerrito are exempt. Each year, the wage will increase based on changes in the local Consumer Price Index. Employers and workers with questions about the El Cerrito Minimum Wage Ordinance can visit el-cerrito.org/wages or contact wages@ci.el-cerrito.ca.us.



Puja will focus most of her time on accounts payable for all City departments, and support a variety of core Finance Department functions. She is currently pursuing a Master's in Accounting at the University of Colorado, Denver. She holds a Bachelor's degree from San Francisco State University.

Before joining the City of El Cerrito, she worked as a Financial Services Clerk at the Superior Court of Contra Costa County in Martinez, in the Finance Division.

Puja lives in El Sobrante. In her free time, she enjoys hiking, practicing Pilates, and playing tennis.

CITY CLERK

FINAL CALL – Applications for City Advisory Bodies due on 1/31/2025

There is still time to apply! The El Cerrito City Council is seeking applicants to serve on Boards, Commissions, and Committees (City Advisory Bodies.) There are over 50 existing vacancies with 41 additional terms set to expire in March 2025. Some of the opportunities to serve include [Arts and Culture Commission](#), [Human Relations Commission](#), [Financial Advisory Board](#), [Park and Recreation Commission](#) and more!

EMPLOYMENT OPPORTUNITIES

The City is

REPORT FROM CASA MEETING Jan 29-31st 2025
BY DWIGHT MERRILL

1. CSRMA TRAINING SESSION. The training session had two topics. The first was a discussion on fire and fire safety in light of the recent massive fires in Pacific Palisades and Alta Dena. Various issues were discussed from agency (and board member) liability, insurance, defensible space and asset hardening. Stege could use additional defensible space (such as eliminating the eucalyptus behind us), but when you have winds up to 100 mph blowing flaming embers 2 and one-half miles ahead of the fire, you have to have “hardened” structures. Metal roofs, stucco walls and screened vents so embers cannot enter into the structure all help. Our wooden garage with asphalt shingles may be a weak spot. Fire retardants can be sprayed on such roofs. Any future construction should be conducted with an eye to fire safety. The friendly presenter from Fireline Defense LLC noted that they do provide risk assessments and risk mitigation recommendations for \$1850 per site for 1-4 structures, Dan Delac, Fireline Defense LLC Dan.Delac@firelinedefense.com; phone 916-730-1954.

After one hour on fire safety we had a short break and then dove into a three hour workshop on Verbal Judo. Whenever we interact with the public we should use professional language. Empathy for each member of the public is important, and we must always treat all with dignity and respect. In the workshop we learned a number of important ways of guiding a conversation to achieve the desired result. When they ask “Why?” we must answer with reasonable explanations, not simply that “It’s the law.” I know that Doug Humphrey and Walt and perhaps Dennis had this training. It has been offered through CSRMA occasionally. It might be a good idea to retrain our crew. If we had several agencies together, we could afford to engage Verbal Judo Institute to conduct a training session.

2. CSRMA BOARD MEETING. The first six months of fiscal 2025 have gone well. On a consolidated basis we appear to be doing a little better than just breaking even. With the new Captive entity which can invest in stocks as well as bonds investment returns are up. Staff didn’t think that the LA fires would affect our rates, only residential rates. Rates are still rising, but only modestly. The bigger driver is valuations—the things we are insuring are becoming more costly, so even if rates don’t go up much, we still have to pay considerably more for our insurance, since we are insuring higher dollar values. This also requires more capital, so we won’t be getting any dividends for a while.

3. ARTIFICIAL INTELEGENCE. This was the most highly rated session of the conference. The introductory speaker said “The AI revolution isn’t like the industrial revolution or the computer revolution, it is more like the invention of fire. The train is leaving the station, and we should all be on it.” LLM (large language models) like Chat GPT are very powerful. If you have all your board minutes available, programs like Claude or Julian can quickly find when and what action the board took on a particular issue, just with a simple verbal inquiry. Several agencies reported on simple steps they have taken using AI to improve their operations. Try little steps like asking ChatGPT to organize your data in reports! (But remember you must always proof read the output.) And don’t use ChatGPT to write your personnel evaluations. Some legal issues may arise about public record requests and there are security concerns, but there are easy ways to ensure data remains private.

4. FED LEGISLATIVE COMMITTEE. Mar 15th is the drop-dead date when the continuing resolution expires, and the government can no longer spend any money. Eric Sapirstein is optimistic that a reasonable bill will come out, since all earmarks will vanish if we pass the Mar. 15th date and revert to the draconian Kevin McCarthy/Biden deal and senior Republican office holders need their earmarks passed. The 10-year NPDES permit proposal got lost when the 1500 page continuing resolution was dropped when Elon Musk said no to the whole bill, and the House passed a stripped-down 100 page stop gap extension. It is still in the Senate reconciliation bill and with any luck it will

come back in the final House bill. Likewise, wipes legislation didn't make it as the last Congress expired. It was almost there, but... Anyway, if we get a budget, we still have to fight the PFAS issues—our RRFs (POTWs) may be on the hook for PFAS received in sewage flows and in the biosolids we produce. (Later in the conference we heard from Prof. Sally Brown about the EPS's interim guidance on PFAS in biosolids—it will be based on skewed data and very little data-- Personally I don't share Eric Sapirstein's optimism.

5. STATE LEGISLATIVE COMMITTEE. The State is better off financially than over the past two years, but things are still a bit dicey. There will be money, but not enough, for water programs. The connection fee issue, where developers say they don't have to pay until an occupancy permit is issued, is based on foggy language (SB1783(?)) and not the agreement made with the Senate committee, so CASA is looking for clean-up language in a new bill. A high priority for the upcoming session is legislation reducing PFAS in personal care products to reduce PFAS coming into our POTWs and then showing up in our discharge and biosolids. There has been substantial turnover in the membership of the legislature which presents a bit of a challenge to our lobbying efforts—we don't know how new members will react to our issues.

6. VARIOUS OTHER MATTERS. 6A) NUTRIENTS in SF Bay. As part of a nutrient Panel Discussion, Jackie Zipkin talked about the ammonia issue in SF Bay. Under the region's Third Watershed Permit, tracking and reporting of nutrients in the bay is required, and the initial indication is that a 60% reduction in ammonia will be required. The preferred approach seems to be increasing algal growth in the secondary, tying up nitrogen in the biomass, which can then be shipped out with the biosolids. **6B) IN LINE TREATMENT OF SEWAGE FLOWS.** Speakers from BluTerra and Sentry Water Tech promoted their companies' approach to adding organisms to the sewage as it enters our mains from the discharger's plant so the digestion can begin before it even reaches the POTW. They have sensors which can monitor in line sewage flows and in the digester itself to allow fine tuning of such processes. **6C) ADVANCES IN ENERGY RECOVERY FROM DIGESTERS.** NapaSan has a "linear generator" which seems to be an internal combustion engine with magnets on the piston rods which pass through solenoids generating electricity. Supposedly the low temperature ignition keeps the NOX low, but a member of the audience questioned if it would meet southern cal CARB requirements, and the low temperature would also reduce the thermodynamic efficiency. Paul Fukumoto from FuelCell Energy reported on high temperature (molten?) carbonate fuel cells in use in San Bernardino. He did not display a single chemical equation, so I have no idea what the actual chemistry is. The biomethane is cleaned to remove the sulfur and siloxanes and then passes through the stacks of fuel cells. These modules have a lifetime of seven years and FuelCell Energy then replaces them. They generate electric energy plus hydrogen, which can be used in hydrogen fuels cells or in hydrogen powered vehicles. **6D) BIOSOLIDS PFAS RISK ASSESSMENT.** Dr. David Tobias from the EPA was scheduled to speak, but was barred by the EPA from coming. Dr. Sally Brown from the University of Washington, a respected environmental researcher, was recruited by CASA to speak in Dr. Tobias' stead. Very few sites have been studied for PFAS leaching into ground water from PFAS contaminated biosolid application. The few sites studied had issues, like being next to a 3M plant or receiving masses of paper from a plant treating the paper so McDonald french fries oil would not soak into the paper. The only study of any use showed no PFAS concentrations under the applied biosolids above control samples (all control samples tested positive, suggesting that PFAS leaching into the ground water is insignificant and that PFAS occurrence is ubiquitous and/or the analytical protocols are faulty and giving false positives.

Our General Manager was at the conference, and she may have comments herself and I am happy to answer any questions.

/ PROGRAMS



District of Distinction Accreditation

In a time where proper fiscal management and responsibility in public agencies is paramount and the task of governing these agencies has become even more complex, regulated and costly, it has become increasingly important to demonstrate to constituents that districts have sound fiscal management policies and practices in place among other areas of importance in district operations.

This accreditation is designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district. Districts will be recognized for three full years.

Requirement for the BASIC Level

All directors/trustees, general manager, and executive staff (as designated by the district) have received training in governance as well as compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training for Supervisors.

Take The District of Distinction To The Next Level!



Earn the right to use the program's seal as visual proof that your special district stands out from others. Complete multiple SDLF programs and obtain various levels of this accreditation. Levels of accreditation in [Chat-How Can We Help?](#)

AB1234 Ethics & AB1825 Harassment Training Training of Each

Ethics LIVE

LIVE Training:

February 4, 2025, 10:00 a.m. – 12:00 p.m.

 Register

LEADERSHIP FOUNDATION

LIVE Training:

October 21, 2025, 10:00 a.m. – 12:00 p.m.

 Register

Harassment for Supervisors LIVE

LIVE Training:

February 6, 2025, 10:00 a.m. – 12:00 p.m.

 Register

LIVE Training:

October 14, 2025, 10:00 a.m. – 12:00 p.m.

 Register

Governance Training

Choose an Option

The Governance requirement must be fulfilled within the past 5 years for any new Board Members, GM, and or Executive Staff. If the district’s Board and staff have remained the same since their last renewal, they do not need to complete this requirement again.

**Districts with boards larger than 7 need at least a majority of total board members completing this training requirement.*

Option #1

Attend ANY module of the Special District Leadership Academy (virtual or in-person in 2025)

Virtual Workshop: SDLA Module 1: Governance Foundations

Wednesday and Thursday, February 19th & 20th, 2025, 9:00 a.m. – 12:00 p.m. each day

 Register

Virtual Workshop: SDLA Module 2: Setting Direction/Community Leadership

Wednesday and Thursday, April 2nd & 3rd, 2025, 9:00 a.m. – 12:00 p.m. each day

 Register

Virtual Workshop: SDLA Module 3: Board’s Role in Finance

Wednesday and Thursday, September 17th & 18th, 2025, 9:00 a.m. – 12:00 p.m. each day

Application

1. Complete the application.
2. Send application and all supporting materials to SDLF.
3. Approval process review performed by SDLF staff.
4. Receive your certificate and recognition.

DOWNLOAD

LEADERSHIP FOUNDATION

 Register

Virtual Workshop: SDLA Module 4: Board’s Role in Human Resources
Wednesday and Thursday, December 3 and 4, 2025, 9:00 a.m. – 12:00 p.m.
each day

 Register

OR

In-Person Workshop: SDLA Module 1: Governance Foundations
Wednesday, March 26, 2025
Hilton Sacramento Arden West, 2200 Harvard Street, Sacramento, CA 95815

 Register

In-Person Workshop: SDLA Module 1: Governance Foundations
Monday, August 25, 2025, in Monterey (a pre-conference workshop)

 Register

Option #2

Attend the Special District Leadership Academy Conference (SDLA):

- April 21 - 24, 2025, in La Quinta, CA
- October 5 - 8, 2025 in Redding, CA
- November 16 - 19, 2025 in Seaside, CA

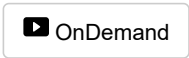
***Completing all four modules of the Special District Leadership Academy, either as standalone workshops OR completing the first-time attend track of the Special District Leadership Academy counts toward the Certificate in Special District Governance, which is also a requirement for higher levels of District of Distinction*

Option #3

Virtual Workshop: SDLA Module 1: Board Member Best Practices
Wednesday and Thursday, January 22nd & 23rd, 2025, 9:00 a.m. – 12:00 p.m. each day

 Register

Plus, Two on-demand webinars:

- Board Member and District Liability Issues
 OnDemand
- Who Does What? Best Practices in Board/Staff Relations & Communication



Option #4

Can't make it to one of CSDA's scheduled governance training? Would your district prefer internal training at your location? We have you covered! With CSDA's "Governance to Go" program, you can complete an online request for training that works for you and your district. All of our governance training options also meet the requirement for six hours of governance training for the District of Distinction program from the Special District Leadership Foundation. Details, fees, and request forms are available here: [Workshop Requests - California Special Districts Association \(csda.net\)](https://www.csdanet.org/Workshop-Requests)

Option #5

Other courses may qualify as well, however, will need to be submitted for review by SDLF.

1112 I Street, Suite 200, Sacramento, CA 95814 | info@sdlf.org | Tel: 916.442.7887 | Fax: 916.520.2469 

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Stege Sanitary District
DRAFT Long Range Planning Workshop Agenda
Saturday, March 8, 2025 @9:00am

TIME	TOPIC
9:00 AM	<i>Review of Agenda & Last Action Plan</i>
9:15 AM	Past 5 Years Expenditures Review [0.50 hr.]
9:30 AM	The Board will review and discuss trends from the past 5 years.
9:45 AM	USEPA Consent Decree Progress and Planning (Part 1) [0.75 hr.]
10:00 AM	The Board will review and discuss the progress of the USEPA Consent Decree and discuss
10:15 AM	additional strategies to address both public and private sources of I/I.
10:30 AM	<i>Break</i>
10:45 AM	USEPA Consent Decree Progress and Planning (Part 1) [0.75 hr.]
11:00 AM	The Board will review and discuss the progress of the USEPA Consent Decree and discuss
11:15 AM	additional strategies to address both public and private sources of I/I.
11:30 AM	SPASPA Update from the City of El Cerrito [0.50 hr.]
11:45 AM	The Board will hear an update on the progress of development from the City.
12:00 PM	<i>Lunch</i>
12:15 PM	
12:30 PM	
12:45 PM	
1:00 PM	Strategic Planning [1.25 hr.]
1:15 PM	The Board will discuss and workshop priorities with the new District Manager.
1:30 PM	
1:45 PM	
2:00 PM	<i>Break</i>
2:15 PM	
2:30 PM	Communication and Outreach Opportunities [0.75 hr.]
2:45 PM	The Board brainstorm and prioritize communication and public opportunities.
3:00 PM	Structure of Future Board Meetings [0.25 hr.] Consider consent agendas.
3:15 PM	<i>Wrap Up, Review, Action Items</i>

STEGE SANITARY DISTRICT

Calendar Year 2024 Performance Report



Issued: February 2025

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STEGE SANITARY DISTRICT

Calendar Year 2024 Performance Report

The Stege Sanitary District Performance Report gives a good sense of how well the District is performing its mission *“to protect public health and the environment for the communities we serve through planning and operation of a safe, efficient, and economical wastewater collection system.”* This report is prepared by the District Manager for use by the District’s Board of Directors to help evaluate the value and effectiveness of the service being delivered to the customers of the District.

Awards & Recognition

District of Distinction: The Stege Sanitary District is currently accredited as a District of Distinction through the Special District Leadership Foundation (SDLF). The District of Distinction accreditation is one of the most prestigious local government awards in the state of California and clearly validates the District’s commitment to good governance and to ethical and sound operating practices. The District has been re-accredited as a District of Distinction since 2009.

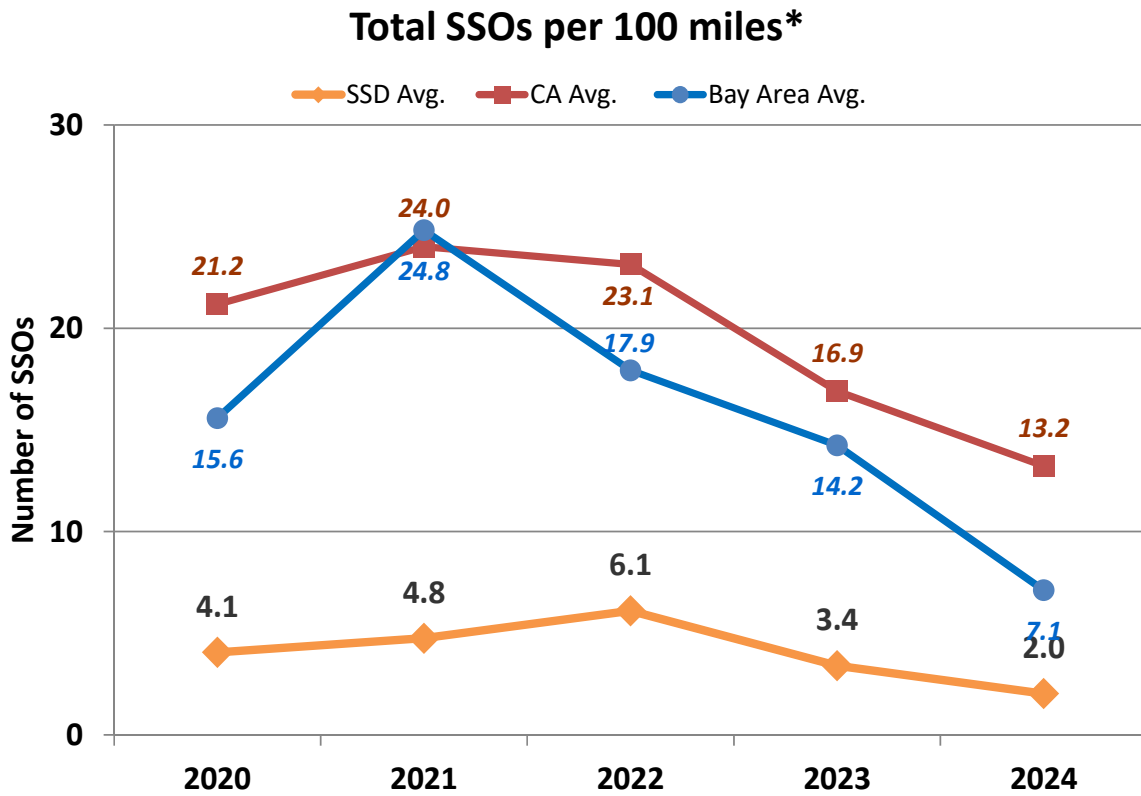
Transparency Certificate of Excellence: The Stege Sanitary District is a current holder of the SDLF District Transparency Certificate of Excellence. The certificate, covering three main subject areas including basic transparency, website access, and outreach activities, highlights the core components necessary to engage and make information available to the public. The certificate demonstrates the District’s commitment to engaging the public and creating greater awareness of District activities. The District has been a holder of this certificate since 2013.

Recognition in Special District Governance: The District Manager in 2024, Rex Delizo, is a recipient of the SDLF Recognition in Special District Governance. This recognition demonstrates to constituents and colleagues the extent of their commitment and dedication to providing the best possible service to the communities they serve by acknowledging they have taken the time and made the effort to get core governance training and continuing education.

Sanitary Sewer Overflows (SSOs)

The District’s ultimate goal is to maintain the sewer collection system so that there are no sanitary sewer overflows (SSOs). While the ultimate goal is to prevent all SSOs, the District would like to have the number of SSOs well below the industry average of the State and San Francisco Bay Area Region.

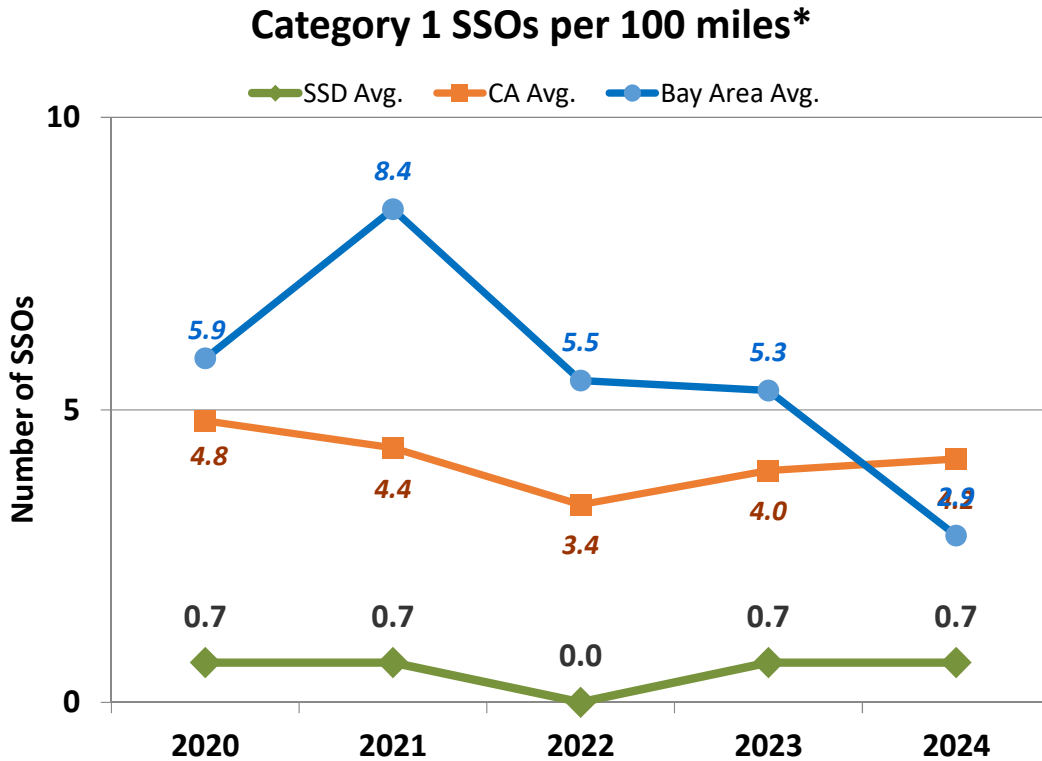
TABLE 1



**Per California Integrated Water Quality System (CIWQS) website on 1/2025
 CATEGORY 4 SSOs are not included in the CIWQS operational report since June 2024.*

Particularly important is preventing SSOs from reaching a creek, river or other body of water, or not fully recovering SSOs that reach a storm drain. All of these instances are considered “Category 1” SSOs by the State Water Resources Control Board (SWRCB). While the ultimate goal is to prevent all SSOs, the District would like to have the number of “Category 1” SSOs well below the industry average of the State and San Francisco Bay Area Region.

TABLE 2



**Per CIWQS website on 1/2025*

When an SSO occurs, the District’s goal is to restore flow within the system, contain the spill, return it back to the system, and mitigate the effects of the overflow. The fundamental goal is to convey all of the collected sewage to the East Bay Municipal Utility District (EBMUD) Wastewater Treatment Plant.

TABLE 3

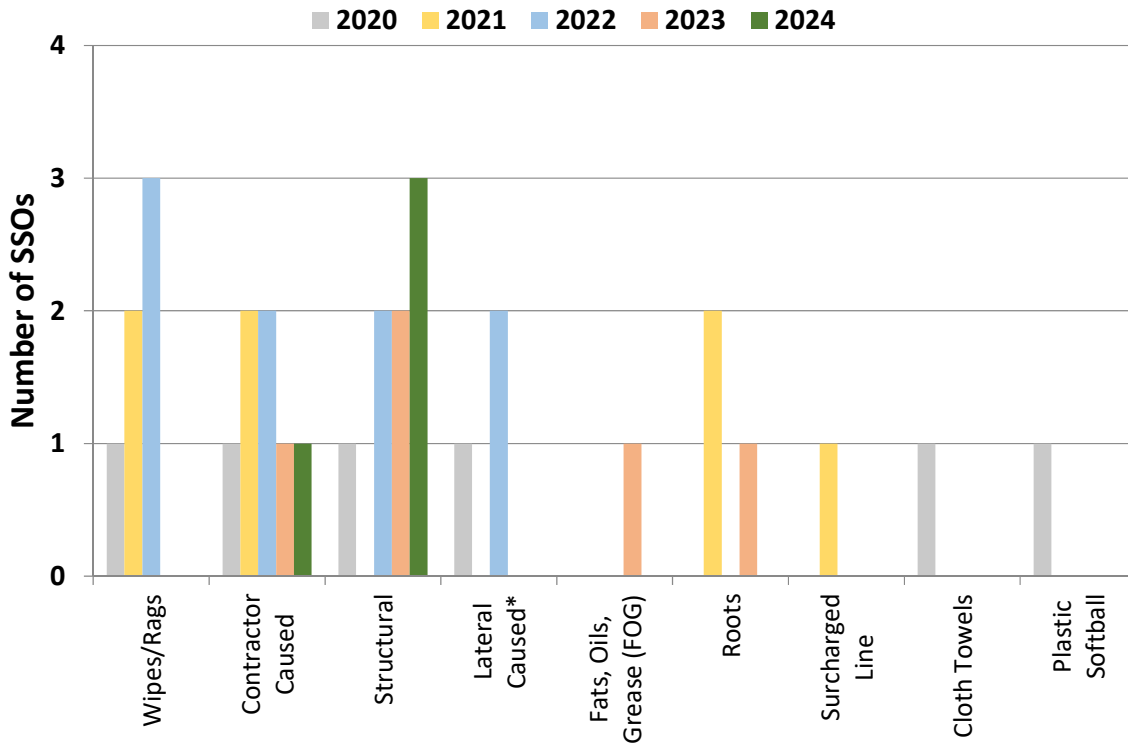
YEAR	VOLUME OF SEWAGE (GALS)	
	COLLECTED	SPILED AND NOT RECOVERED
2020	1,130,134,000	230
2021	1,046,100,000	14,109
2022	923,600,000	3,590
2023	1,347,200,000	10,660
2024	1,244,110,000	731

ASSESSMENT: As shown in Tables 1 and 2, the number of SSOs are similar to past years and continues to be well below the industry average for the State and San Francisco Bay Area Region. As shown in Table 3, the volume of SSOs continues to be far below the volume of annual sewage successfully collected and transported.

Staff assesses each SSO to determine the cause in order to take the necessary steps to prevent a reoccurrence. Different causes result in different responses including increasing maintenance frequency, adaptive cleaning, point repairs, line rehabilitation, increasing pipe size, and/or targeted public education, outreach and/or enforcement.

TABLE 4

Causes of Sanitary Sewer Overflows



**Lateral caused SSOs are caused by defective laterals and/or property owners pushing roots, wipes and/or other debris into the main sewer causing a stoppage.*

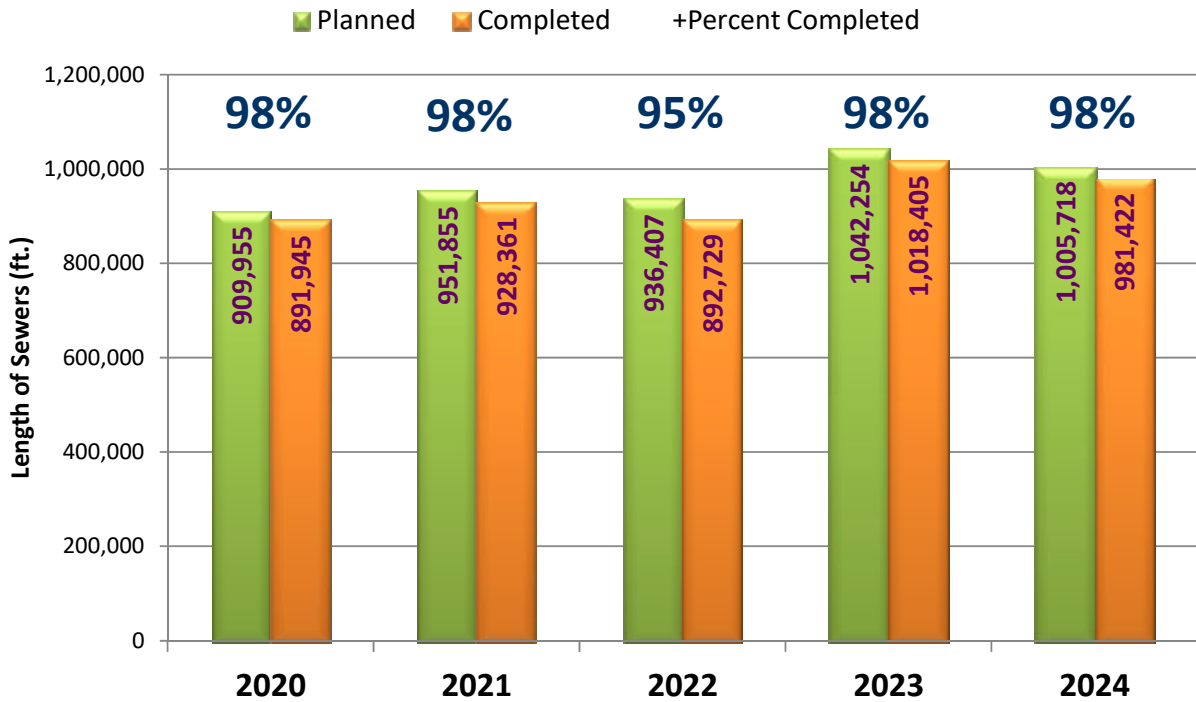
ASSESSMENT: Table 4 shows that in 2024 there were 4 SSOs due to a variety of different causes. The contractor caused SSO was due to a utility company damaging a main sewer line during utility repairs. The SSOs due to structural problems were promptly repaired to prevent a reoccurrence.

Sanitary Sewer Maintenance

The District’s goal is to maintain **100%** of the sewer mains scheduled over the course of a year through a combination of hydro-flushing, rodding, and/or closed-circuit television (CCTV) inspection. Note that the District uses a dynamic schedule to assign an appropriate maintenance frequency to each individual line. Revisions and modifications are made regularly as maintenance staff are continuously evaluating line conditions and updating frequencies as they clean and inspect lines.

TABLE 5

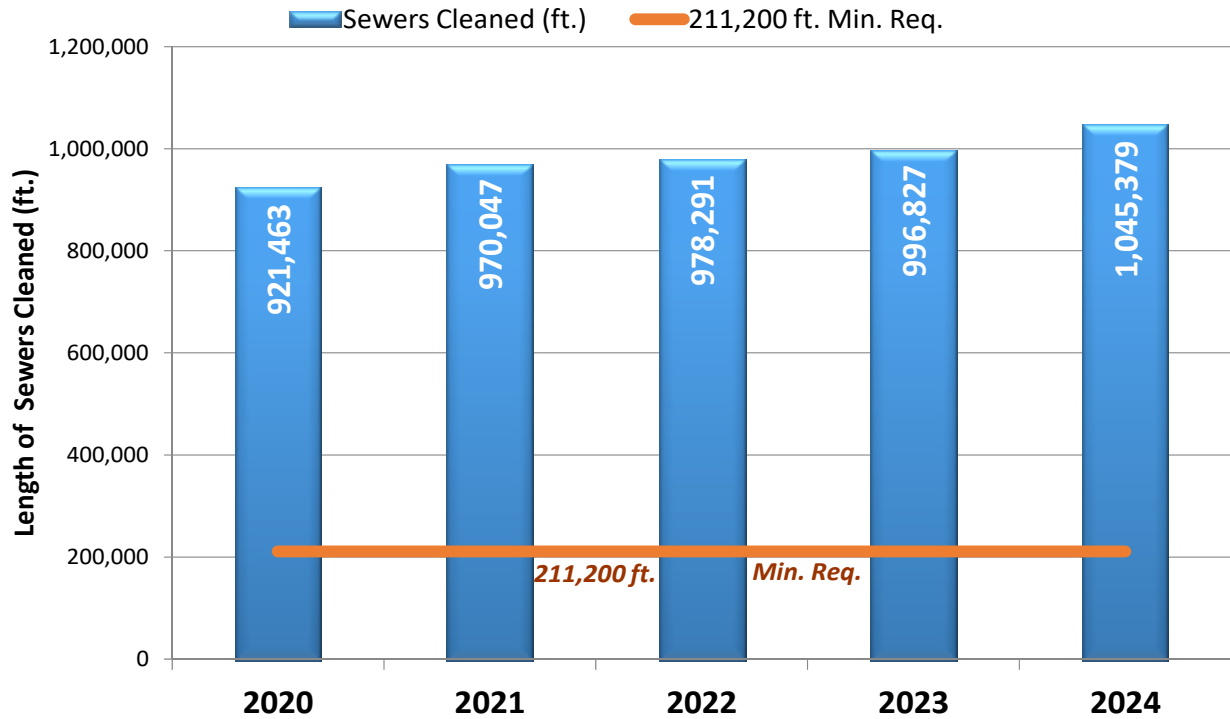
Sanitary Sewer Maintenance Planned vs. Completed



The minimum requirement, per the U.S. Environmental Protection Agency Consent Decree Case Nos. C 09-00186-RS and C 09-05684-RS (USEPA Consent Decree), is to clean a total of at least **211,200 feet** of sewer mains per year, planned or unplanned, including repeats.

TABLE 6

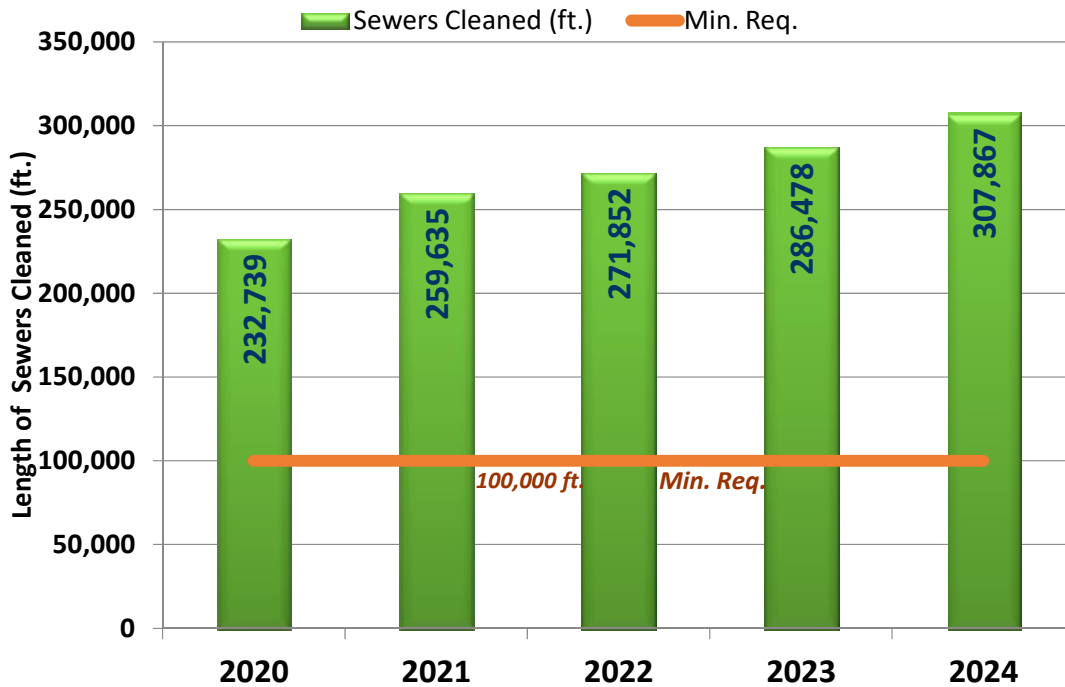
Sanitary Sewer Cleaning



The minimum requirement, per the USEPA Consent Decree, for “hot spot” lines (six month or less interval), is to clean **100,000 feet** of sewer mains per year, planned or unplanned, including repeats.

TABLE 7

Sanitary Sewer Hot Spot Cleaning



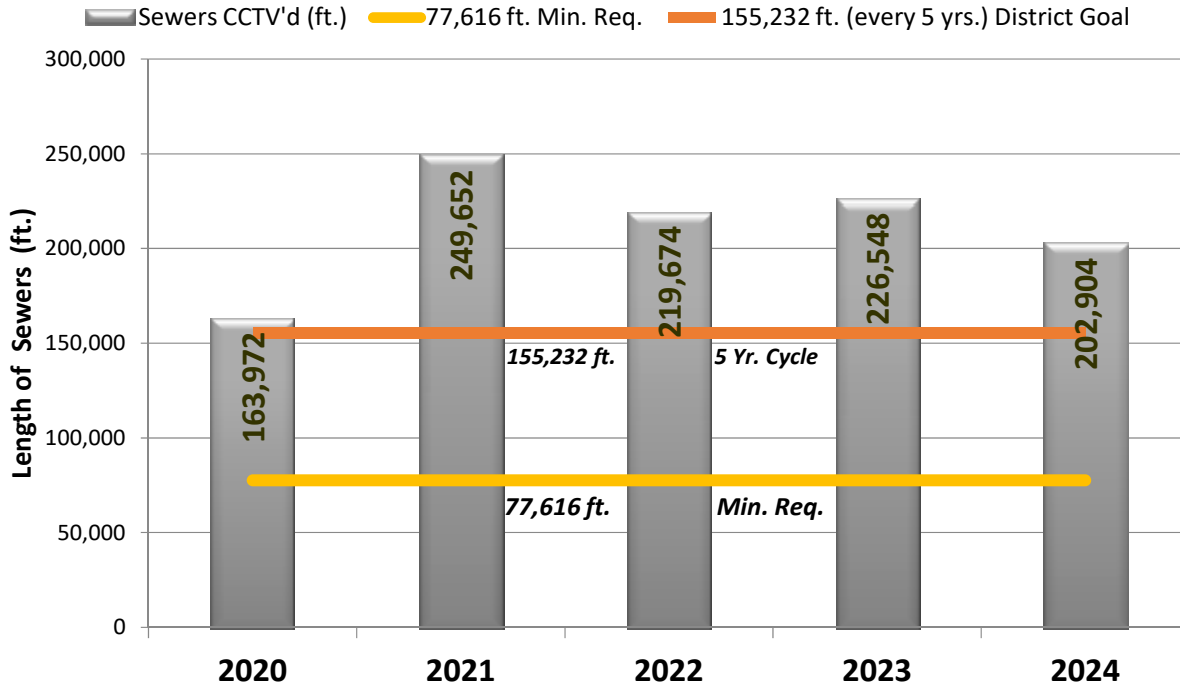
ASSESSMENT: As shown in Table 5, maintenance staff continue to routinely complete 95%+ of the scheduled maintenance work and, as shown in Table 6 and 7, continue to perform well above the USEPA required cleaning rate of at least 211,200 feet per year and hot spot cleaning of 100,000 feet per year. Recognize that our intent is not to maintain lines merely to fulfill the USEPA requirements, but to maintain the District sewer main lines as necessary and appropriate to fulfill our mission and prevent SSOs.

Sanitary Sewer Condition Assessment

The District’s goal is to CCTV inspect every line in the District on a five year revolving schedule which is equivalent to at least **155,232 feet** per year. The minimum requirement, per the USEPA Consent Decree, is to CCTV inspect no less than 10 percent of the lines on a cumulative total of **77,616 feet** per year.

TABLE 8

Sanitary Sewer Condition Assessment



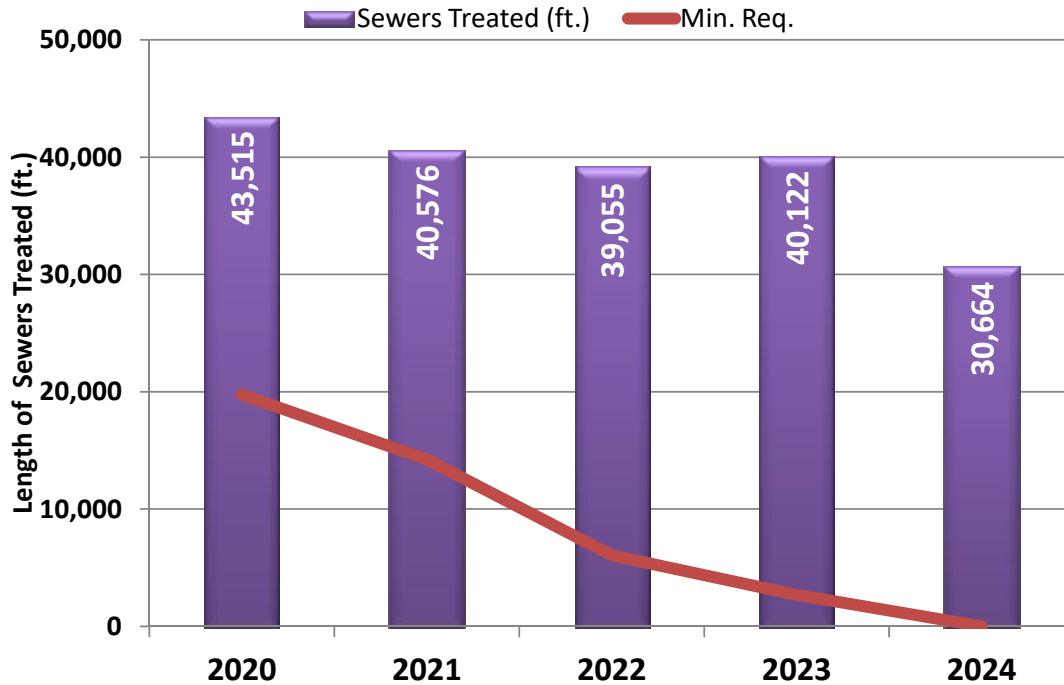
ASSESSMENT: Maintenance staff continue to complete CCTV inspection work above the 5 year revolving schedule rate and almost three times the USEPA required CCTV inspection rate of 77,616 feet per year. Again, our intent is not to CCTV inspect lines merely to fulfill the USEPA requirements, but as necessary and appropriate to fulfill our mission and prevent SSOs.

Chemical Root Control

The current minimum requirement, per the USEPA Consent Decree, is to chemically treat with foam to control excessive roots no less than **0 feet** of lines annually on a three-year rolling average. *(Due to the list of sewer mains at the beginning of the Consent Decree having all been rehabilitated and no longer having excessive roots requiring treatment.)*

TABLE 9

Chemical Root Control



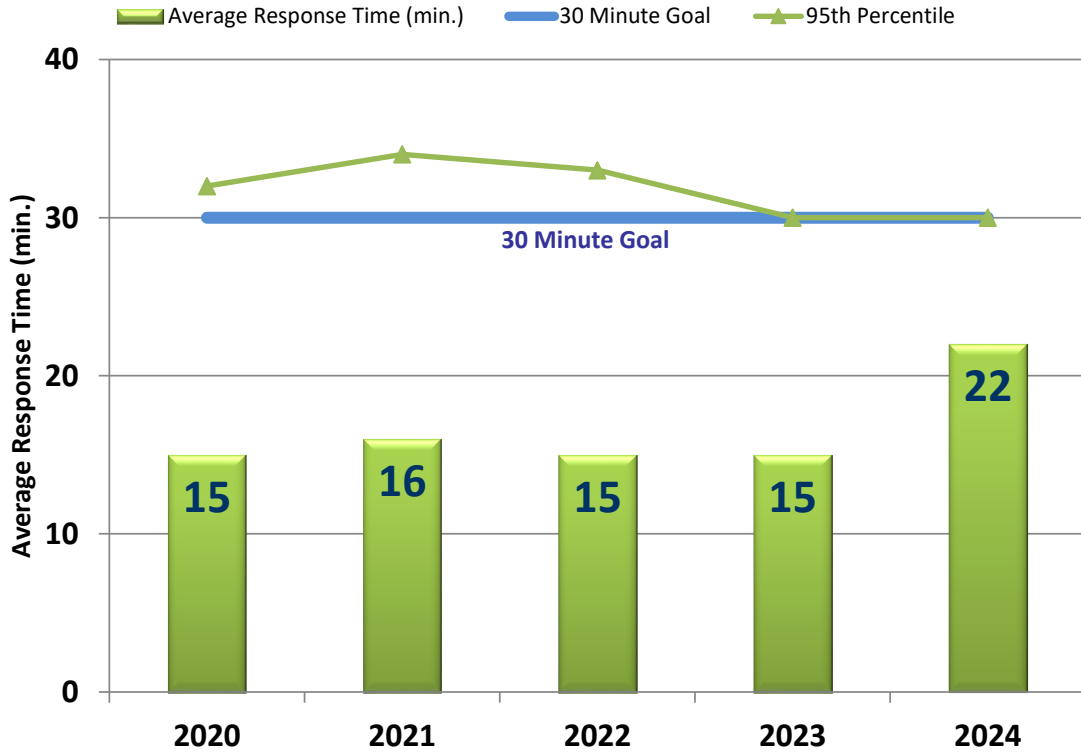
ASSESSMENT: The District continues to stay well above the USEPA required minimum feet per year. The minimum requirement will continue to be reduced each year, pending USEPA approval, as lines are rehabilitated or CCTV assessment indicates there are no longer excessive roots requiring treatment. A reduction is currently proposed to decrease the minimum requirement by the remaining required 0 feet due to recently rehabilitated sewer mains no longer having excessive roots requiring treatment. Again, our intent is not to chemically treat with foam to control excessive roots merely to fulfill the USEPA requirements, but as necessary and appropriate to fulfill our mission and prevent SSOs.

Service Call Response

The District’s goal is to respond to service calls quickly to prevent as much spillage as possible in the event of an SSO. The goal of the District is to respond to service calls during business hours within **30 minutes**.

TABLE 10

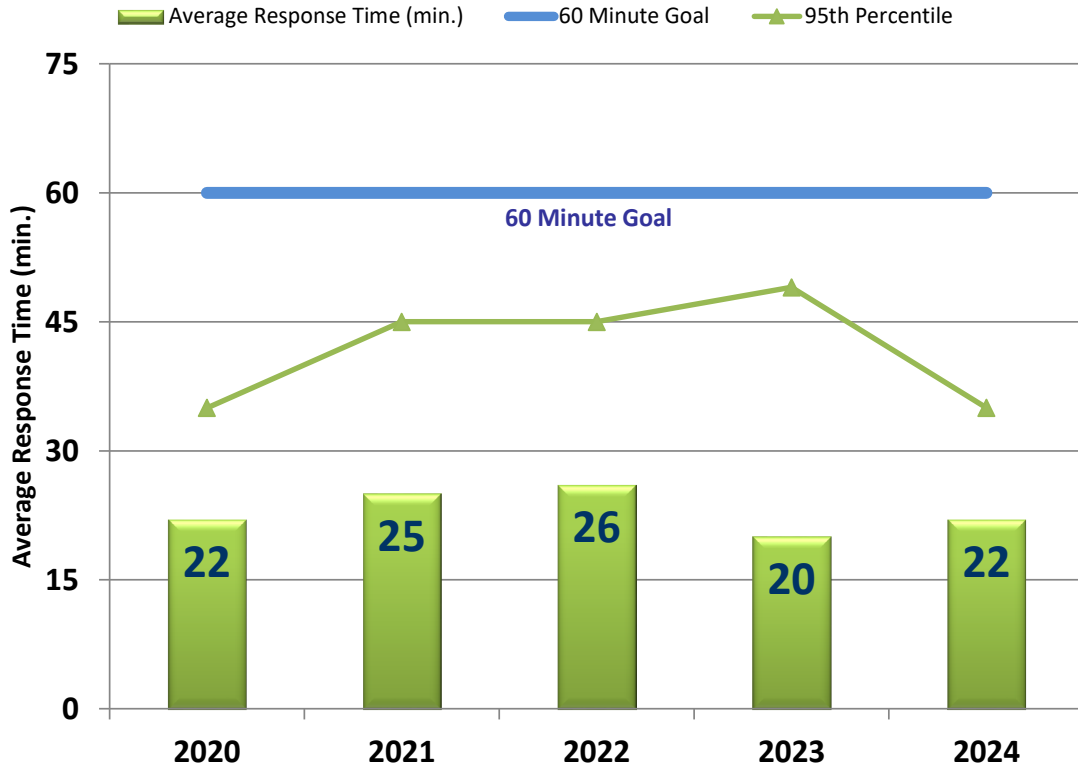
**Service Call Response Time
 DURING Business Hours (min.)**



After business hours, the goal of the District is to respond to service calls within **60 minutes**.

TABLE 11

**Service Call Response Time
 AFTER Business Hours (min.)**



A customer satisfaction survey is sent after each service call for feedback on the quality of service received. The goal is for 99% satisfaction.

TABLE 12



Surveys Sent	152	190	163	169	121
Surveys Returned	42	49	37	46	18

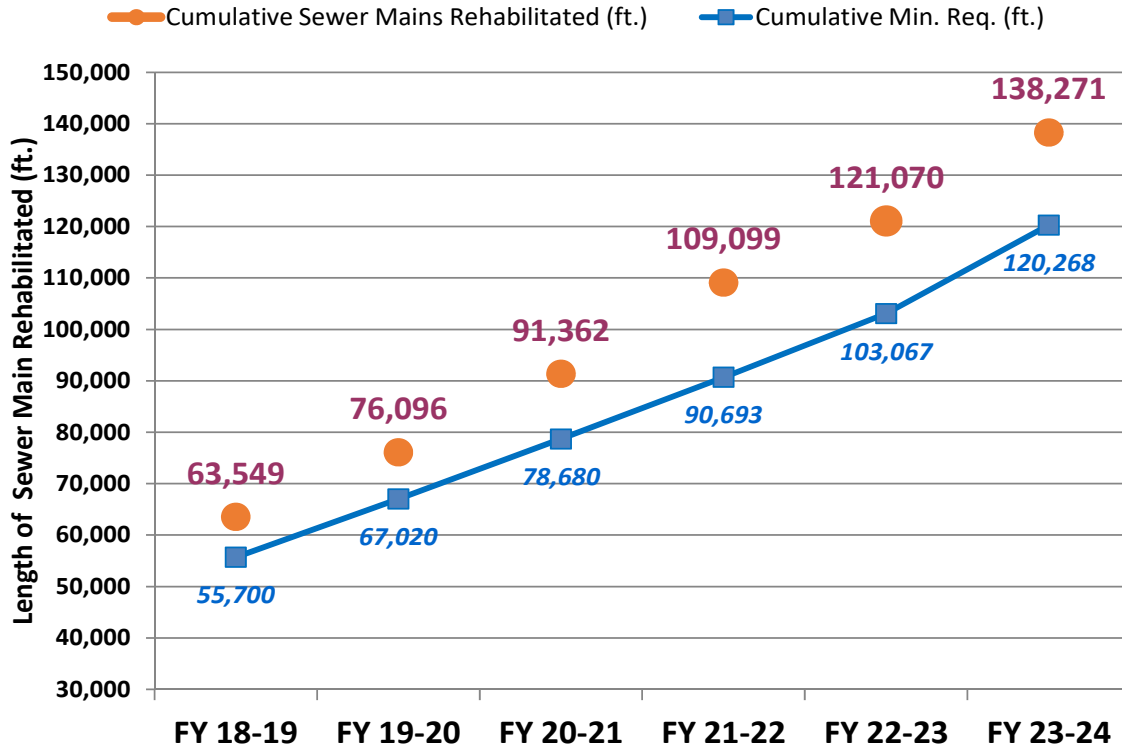
ASSESSMENT: As shown in Table 10 and 11, both average response times continue to be well below the 30 minute and 60 minute response goals. The fast response time, in conjunction with staff making a concerted effort to be conscientious, courteous, and helpful, contributes to the consistently high customer satisfaction rating as shown in Table 12.

Sanitary Sewer Main Rehabilitation

The minimum requirement, per the USEPA Consent Decree, is to complete rehabilitation of **115,807 feet** of sewer main by the end of FY 2023-24 and to continue at no less than the feet of sewer main stated in the Consent Decree Appendix based on a cumulative total (e.g., 34,040 feet by June 30, 2017; 44,707 feet by June 30, 2018; etc.) for the duration of the Consent Decree.

TABLE 13

Sanitary Sewer Main Rehabilitation

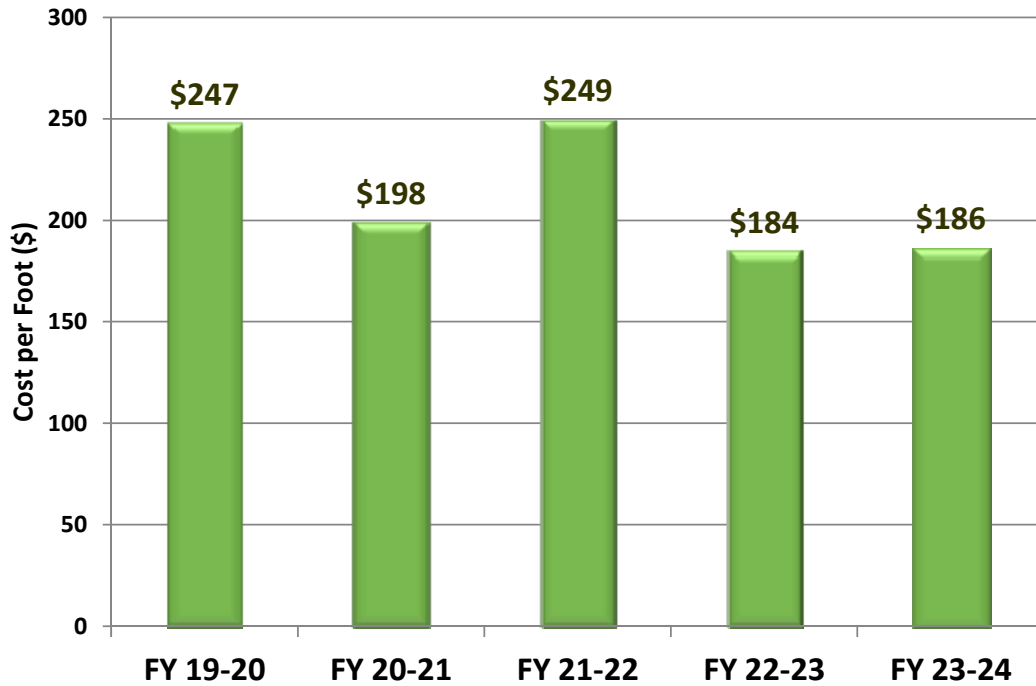


ASSESSMENT: As shown in Table 13, the District’s cumulative rehabilitation total of 138,271 feet at the end of FY 23-24 is 19% above the required cumulative rehabilitation total of 115,807 feet. The current total is already well above the Consent Decree requirement for FY 24-25.

The cost to complete the required rehabilitation of sewer main is subject to market conditions and other external factors. Staff continues to adjust projects to try to stay one step ahead of the market to keep construction costs as low as possible.

TABLE 14

Sewer Main Rehabilitation Cost per Foot



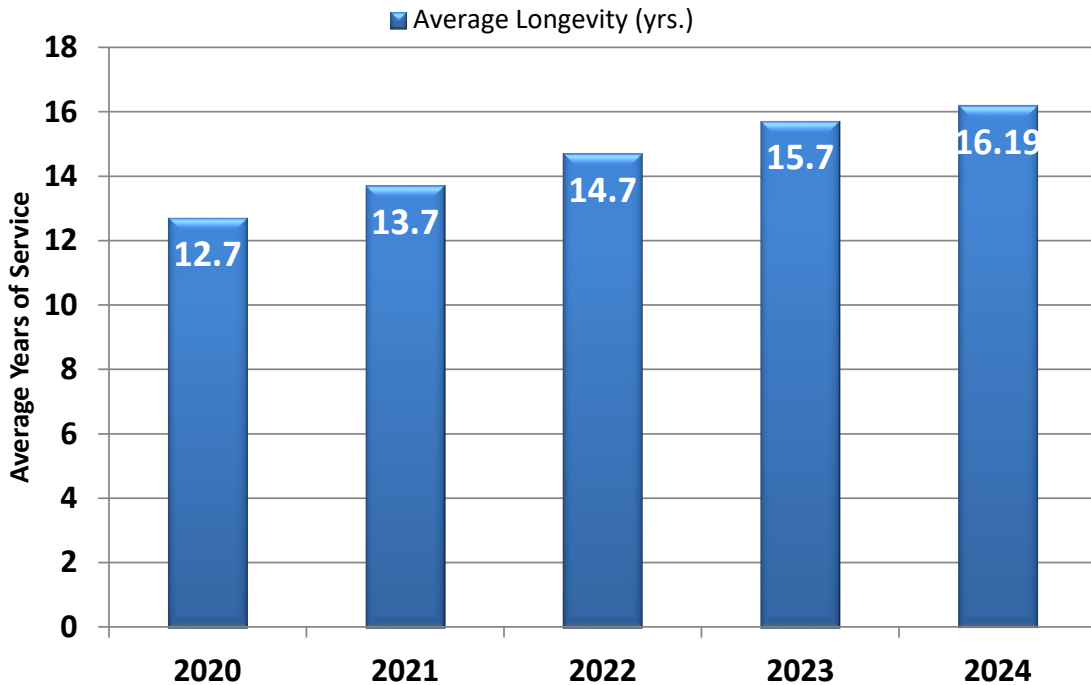
ASSESSMENT: The sewer main rehabilitation cost per foot is holding at \$186 for FY 2023-24 due to the sections of sewer work requiring the less costly pipe bursting method of rehabilitation as opposed to open trench replacement required for pipe upsizing and/or adjacent utility concerns. Engineering staff will continue to try to stay ahead of the required cumulative rehabilitation total and manage upcoming projects accordingly to try to protect against the high construction cost increases that our neighboring agencies have been experiencing.

Employee Retention/Longevity

Once time and money have been invested to recruit and train good employees, it's in the District's best interest to retain and motivate them to continue to provide value to the District. Excessive employee turnover increases expenses, has a negative effect on employee morale, and would be a prime indicator that something is not right within the workplace.

TABLE 15

Employee Retention/Longevity

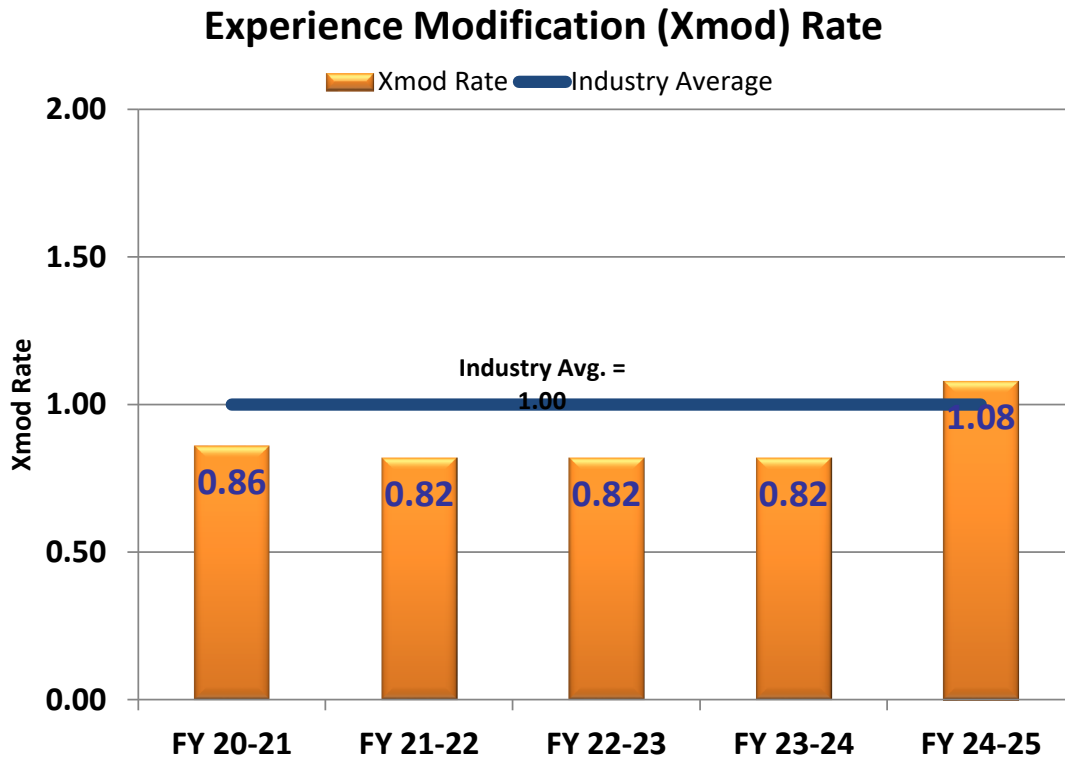


ASSESSMENT: Employee retention continues to remain high. For more than a decade, the majority of employee turnover has been as a result of retirement. The District continues to value its employees and, in return, employees continue to be loyal to the District. Our highly trained, highly skilled workforce longevity helps to keep the District’s institutional knowledge and history intact. The average years of service is currently 16 years.

Experience Modification (Xmod) Rate

The Experience Modification (Xmod) rate is the factor resulting from the statistical comparison of a company’s Workers’ Compensation loss history to the loss history of an average company. The number is used by worker’s compensation insurance providers to gauge both past cost of injuries and future chances of risk. An Xmod of 1.0 is exactly average. Numbers over 1.0 indicate that the District has more injuries and illness than the industry average, while numbers below 1.0 are better than the average.

TABLE 16



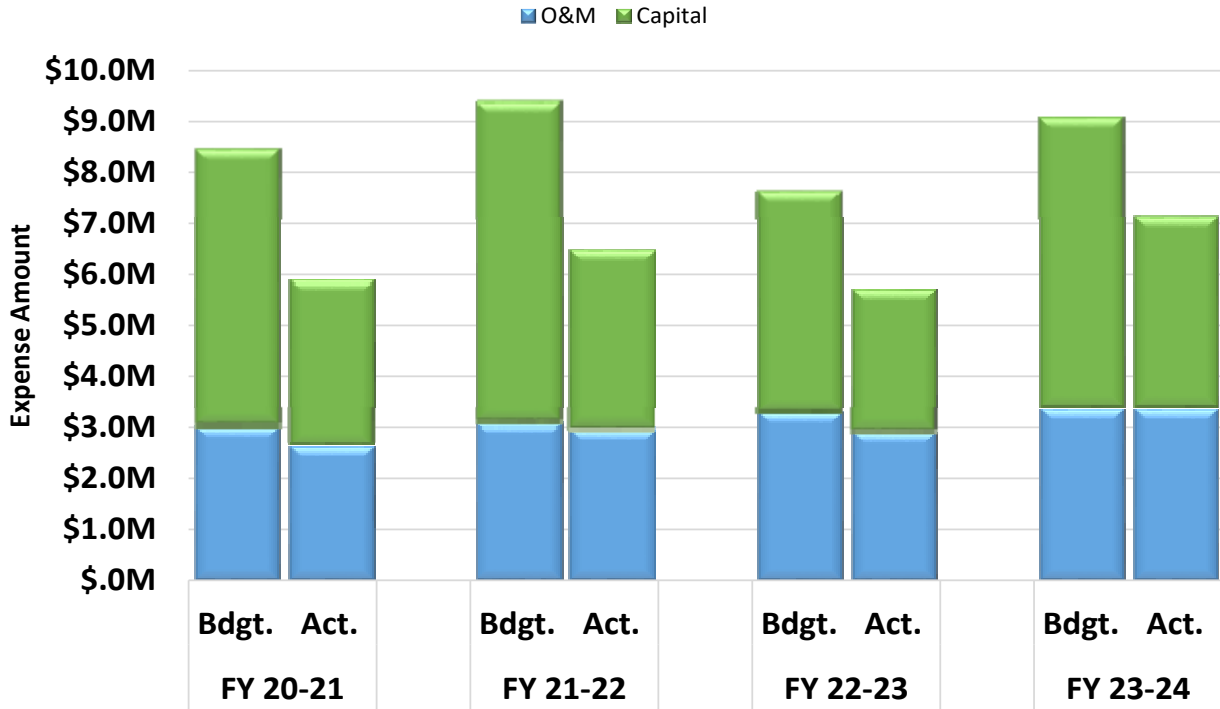
ASSESSMENT: The District continues to have a historically safe workplace and, until recently, had gone 20 years without a worker’s compensation insurance incident. Because the District has a small staff, potential losses have significant impacts on the Ex-Mod rate. Even with one minor incident, the District’s Xmod rate is only slightly above the industry average.

Finances

The annual budget represents a detailed analysis of how management forecasts the District’s revenues and expenditures for the fiscal year. The goal is to execute the planned budget while keeping the financial operation within the forecasted amounts.

TABLE 17

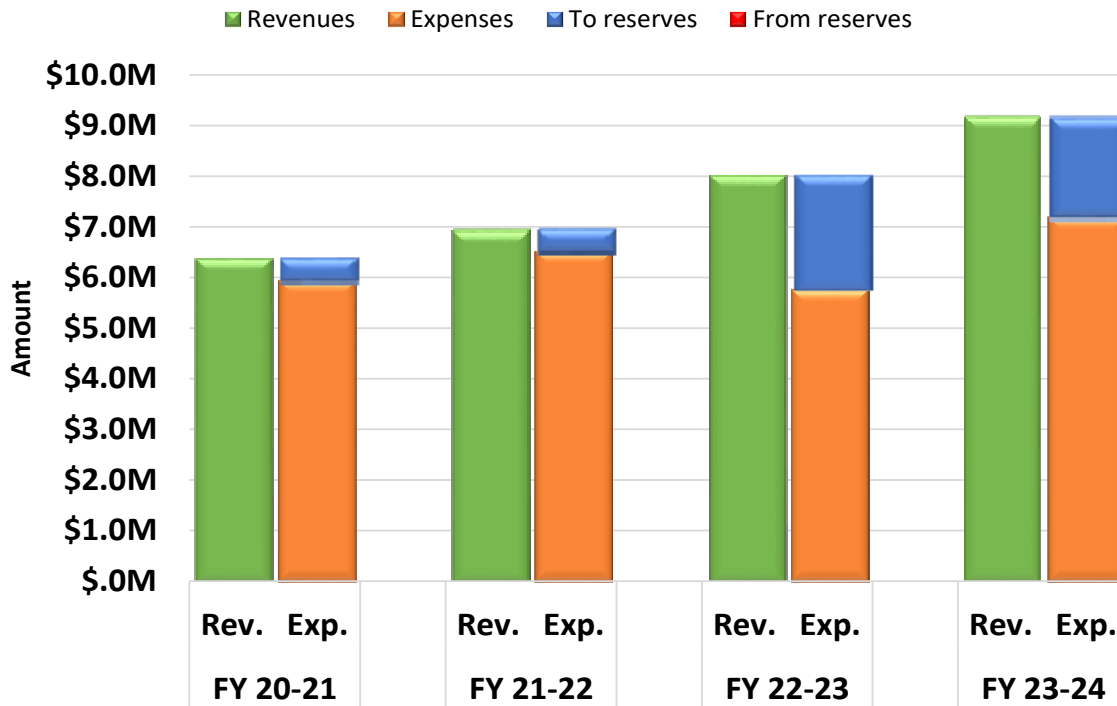
Budget vs. Actual Expenses



An additional goal is to have a balanced budget, where revenues equal expenditures, so there is neither a significant deficit nor a significant surplus.

TABLE 18

Actual Revenues vs. Actual Expenses



The District maintains a Working Capital and Reserve Fund that consists of an Operating Working Capital, a Capital Improvement Working Capital, and a Capital Reserve.

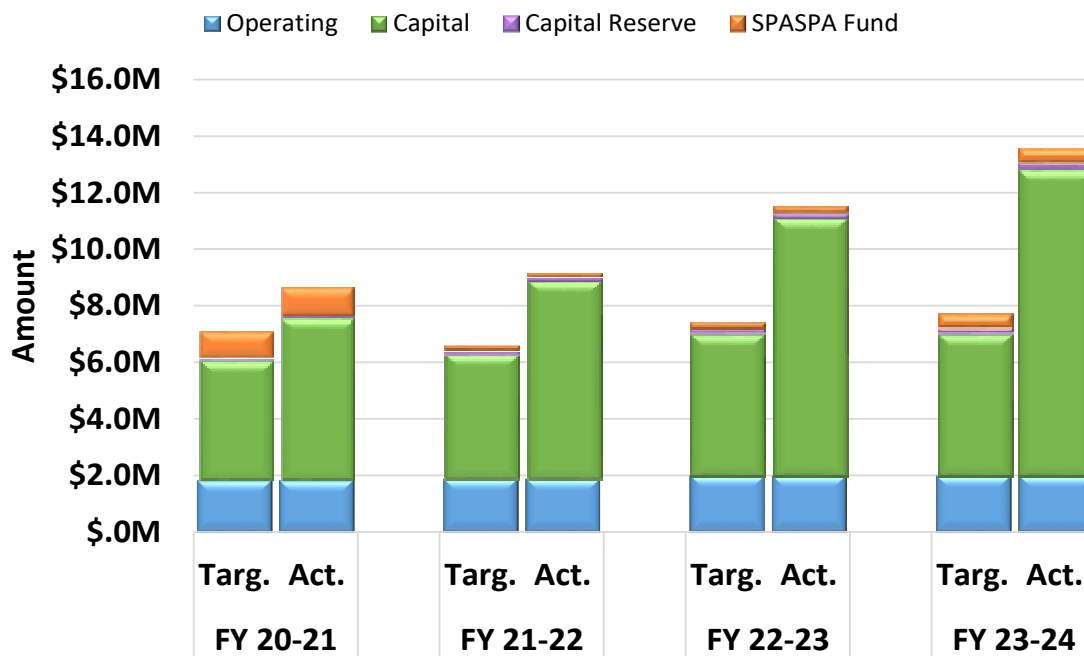
The target for the *Operating Working Capital* is equal to 60% of operating and maintenance costs. This level of funding is intended to adjust annually to equal the District’s budgeted costs from May to December, reflecting the lag in the collection of sewer service charges from the County tax roll.

The target for the *Capital Improvement Working Capital* is equal to the 3-year average of the annual capital cost (i.e. average of the previous, current, and future year capital cost) plus the annual debt service cost to ensure that the District has adequate funds available on an annual basis to conduct sewer pipeline replacements or in case of an emergency or natural disaster such as an earthquake. The *Capital Reserve*, or set-aside, of \$45,000 per year is accumulated over time and used every five to ten years for major improvements such as Administration Building retrofits.

Beginning in 2018, a separate *San Pablo Avenue Specific Plan Area (SPASPA) Fund* began collecting impact fees for localized sewer capacity improvements needed to serve projected development along the San Pablo Avenue corridor. This impact fee is charged to developers for new development within the SPASPA.

TABLE 19

Working Capital and Reserve Fund Target vs. Actual Amount (Accrual Basis)



ASSESSMENT: For FY 2023-24, actual expenses were 50% less than the forecasted budget amount as shown in Table 17 and 21% less than actual revenues as shown in Table 18. This net gain was added to the fiscal year end amount increasing it to 175% of the Working Capital and Reserve Fund Target goal of \$7.5 million, as shown in Table 19. Although the District currently exceeds its fund targets, upcoming capital improvement projects (Canon Pump Station and Large Diameter Inspection, and Sewer Rehab and Replacement), retirement funding requirements, and estimated 3% annual inflation will reduce the District’s fund reserves over time.*

* Per Connection Charge and SPASPA Impact Fee Study by Lechowicz & Tseng Municipal Consultants, May 2019

Sewer Service Charge

The District’s Sewer Service Charge covers the cost of the operation, maintenance, and capital improvements to the sanitary sewer system. The goal is to provide a high level of service that is both cost effective and efficient while trying to maintain a sewer service charge less than the median of the other East Bay agencies.

TABLE 20

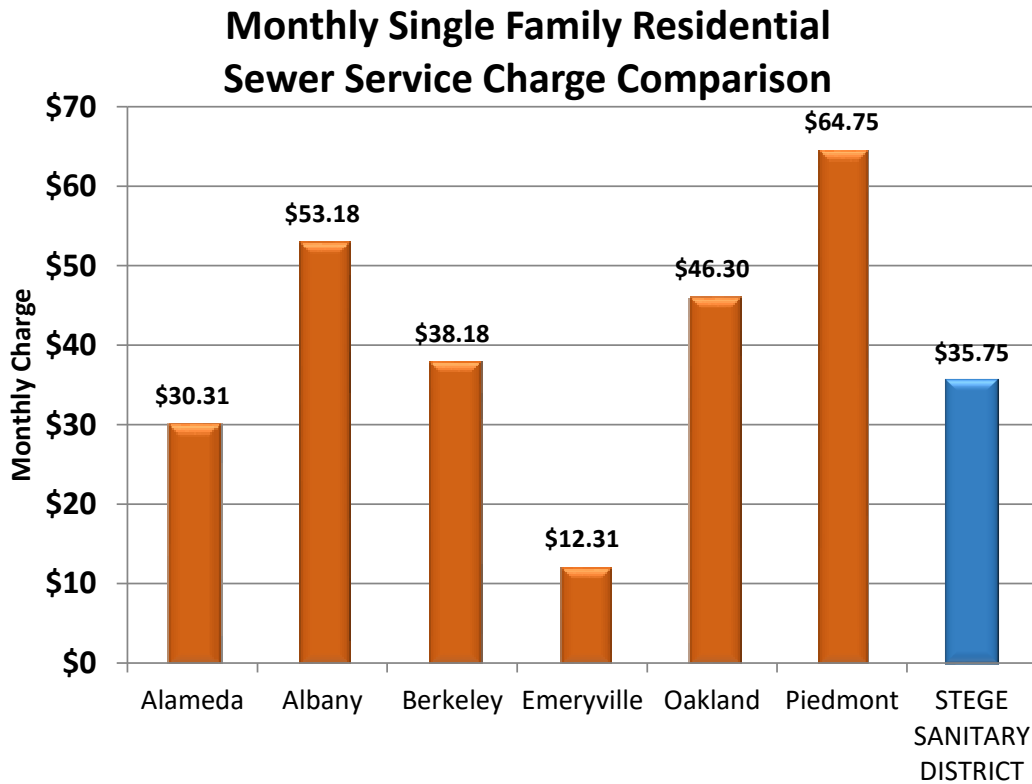
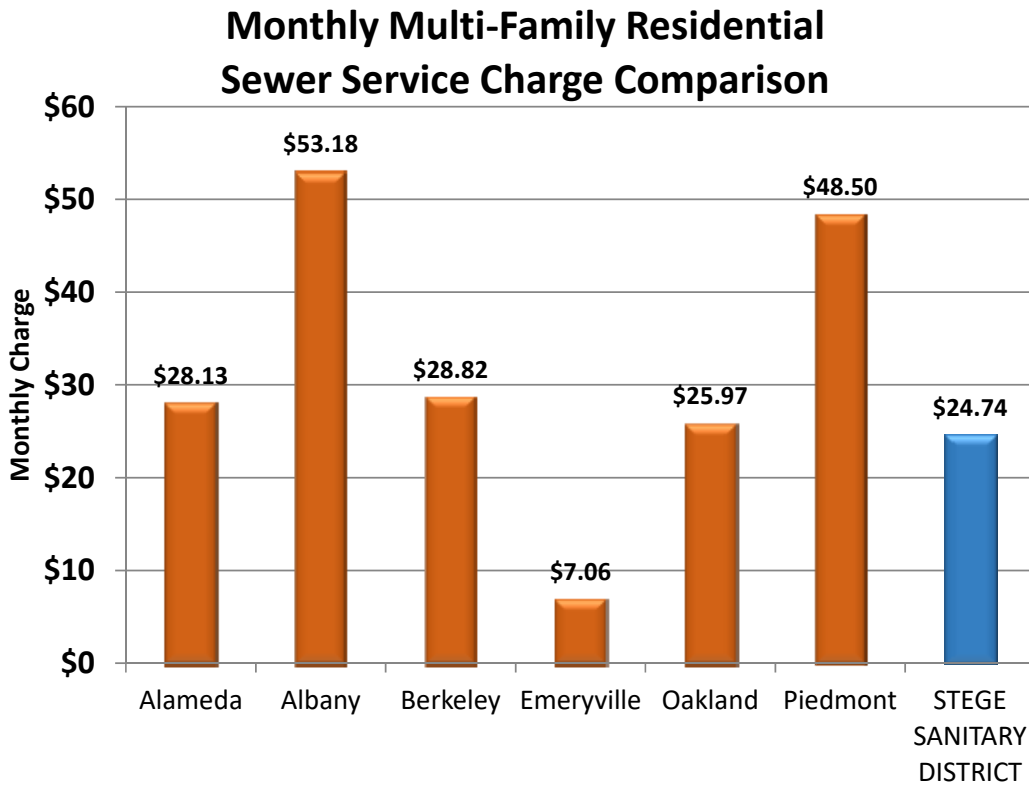


TABLE 21



ASSESSMENT: The District continues to be in a strong financial position moving forward through FY 2024-25. The District will continue with an updated financial plan that will be outlined in an upcoming Sewer Rate Study to ensure long-term financial stability while minimizing rate impacts on customers and continuing to keep the District’s sewer service charge, as shown on Table 20 and 21, less than the median of the other East Bay agencies.

9:50 AM	STEGE SANITARY DISTRICT			
02/03/2025	Check Report			
Accrual Basis	February 6, 2025			
	Name	Memo	Amount	Num
Feb 6, 25				
	DATCO	DOT Service	-20.00	1401
	Dormatech Mechanical Systems, INC	HVAC Maintenance	-951.81	1402
	Lani Good	Expense Claim Reimb	-141.00	1403
	Occupational Health Centers	DOT Service	-63.00	1404
	Pastime Hardware	Maintenance Supplies	-108.54	1405
	PG&E- #0103467151-9	Burlingame Pump Station	-209.56	1406
	PG&E- #6675831511-4	Office/Shop	-2,614.38	1407
	Schaaf & Wheeler	Canon Pump Station Design	-209.00	1408
	Streamline	Website 2/1-3/1/25	-249.00	1409
	TelePacific Communications	Office Phones	-1,386.74	1410
	Vestis	Uniform Services	-200.90	1411
	WECO Industries, Inc.	Hose	-225.09	1412
Feb 6, 25			-6,379.02	